

# INTER-OFFICE MEMORANDUM

---

## Office of Accounts and Control

**TO:** Chief Payroll Officers

**DATE:** August 9, 2002

**FROM:** Bob Poll

**SUBJECT: W2 REQUESTS BY STATE EMPLOYEES**

---

Effective immediately, all requests for a copy of a W-2 by an active state employee must originate within his/her payroll office for security reasons.

In the past, individuals have called the Office of Accounts and Control to request a copy of their spouse's W-2 form. We are unable to determine if, in fact, this is a legitimate request. Therefore, from this point forward, we will inform the requestor to have his/her spouse call or visit their respective agency's payroll office. Your office should then prepare the proper request form to send to us. Since you will be verifying this particular request, we will then mail the W-2 to the address indicated or forward it to your office as directed.

In addition, from this point forward, we will require written or faxed requests for W-2 duplicates from all inactive employees. Also, any individual who will be picking up a W-2 form from the Controller's Office will be asked to present a picture identification, such a driver's license, for proof of identification.

We believe this policy is in the best interest of the State, as well as the individual(s) requesting the information.

Please distribute this information to all interested parties.

/hh  
CPO:03-02

cc: Roberta Marocco, Supervisor  
Central Payroll Office